

Policy	Facility Rentals for Social Events (Anmore Community Hub)	Policy No.	86
Effective Date	September 16, 2025	Approved by	COUNCIL
Date Amended		Resolution No.	
Date Established	September 16, 2025		

PURPOSE

The Facility Rentals for Social Events Policy provides guidelines regarding the rental and use of the Anmore Community Hub ("Rental Space") in accordance with the applicable fees in the Fees & Charges Bylaw.

SCOPE

This policy establishes the allowable use, prioritization of user groups, terms and conditions of use, the application for use and the requirements of use for facility rentals at the Anmore Community Hub.

DEFINITIONS

Licensee means the individual or organization renting the Rental Space.

Invitee means any person who the Licensee invites or allows to enter the facility during the Rental Period.

Designate means an adult person over the age of 19 who the Licensee places in charge on their behalf.

Rental Agreement means the agreement made between the Licensee and the Village regarding the meeting type, duration of use, associated fees, and other conditions of the Rental Space.

Rental Period means the date and time when the Rental Agreement is in effect.

Rental Space means a space located at the Anmore Community Hub, including the parking lots, plaza, and Spirit Park.

User Groups means and includes the different categories of users as defined:

Community Volunteer Groups – established groups, as approved by council, that benefit the whole community through volunteer work.

Strata AGM – means a Village of Anmore Strata Council Annual General Meeting

Organizations - governments, nonprofit groups, school districts, strata councils etc.

Private user – individuals using the rental space for noncommercial use.

Commercial user- individuals or businesses using the rental space for profit.

Village means the Village of Anmore.

POLICY

Allowable Use

The Rental Space will be made available to user groups for social events during the following hours:

- Daytime – Monday to Friday, 9 a.m. to 3 p.m. (boardroom restriction)*
- Evening – Monday to Friday 3 p.m. to 9 p.m. (hosted)**
- Weekend*** – 9 a.m. to 11 p.m. (hosted)**

*The boardroom is not available to rent during business hours (Mon-Fri, 9 a.m. to 3 p.m.)

**Hosted means that a staff member is present at the start and end of the rental period as well as on call for the duration of the rental period. A host fee of \$150 will be applied to hosted events.

***Weekend means a Friday or Saturday and Sunday when Monday is a holiday.

Spirit Park and the Plaza are open to the public and as such exclusive access is not guaranteed. The lower parking lot may be rented exclusively in the evenings and on weekends.

The Licensee, or designate, must be 19 years of age or older, represent a properly constituted group or be an individual capable of accepting responsibility for conduct of participants and financial responsibility for any damages.

The Licensee, or designate, will only have access to the facility during the Rental Period as stated in the Rental Agreement. Access to the facility is not permitted outside of the Rental Period, which must include all the set-up and clean-up time required. Licensees, or designates, are required to always have the Rental Agreement with them. No other group or organization, unless named on the Rental Agreement, is permitted to use the facility without the authorization of the Village. Sub leasing of the Rental Space is not permitted.

The Village retains the right to cancel the Rental Agreement at any time without refund of any fees paid and will do so if any of the following events occur:

- Unsatisfactory conduct by the Licensee or invitees.
- Damage to the premises or to any facilities therein by the Licensee, or designate, or invitees.
- Failure of the licensee to comply with any conditions of the Rental Agreement.
- Failure to provide proof of the required insurance coverage prior to the event.
- Failure to pay in full.

Prioritization of Use

The Rental Space, first and foremost, will be used to conduct Village functions (i.e. staff meetings, council meetings, committee meetings, information sessions, public hearings, community events, etc.) When available for User Groups, the Rental Space will be booked on a first come, first served basis.

The Licensee, or designate, acknowledges that the Village has the right to cancel or revoke either specific usage or the Rental Agreement under the following conditions:

- Facilities are required for Village functions.
- Unforeseen critical maintenance is required.
- The Village needs to respond to a disaster or enact the Emergency Operations Centre.

In the case of Village function usage, the Village will do its best to provide the Licensee with sufficient notice. Provision of an alternate space in the facility is not guaranteed. A refund or credit will be provided to the Licensee, or designate, where an alternate space is unavailable.

Terms and Conditions of Use

The Licensee or adult designate is responsible for the Rental Space, must be present during the Rental Period, and must enforce all Village policies and procedures as set out in the Rental Agreement. The Licensee or adult designate will take all and any action required for the preservation of Village property and ensure that the Rental Space is left in the same condition as it was found. Failure to do so will result in an additional fee deducted from the damage deposit as deemed appropriate. A cleaning fee of \$125 will be added to all social events.

The Village assumes no responsibility for any lost or stolen property, damage to materials or equipment brought in by the Licensee (or designate), and any property damage or injuries incurred during the activities authorized in the Rental Agreement. Persons using the facility, grounds or equipment do so at their own risk.

Room set up and take down

- The licensee or designate must adhere to the seating capacity of each Rental Space.
- There are a limited number of tables and chairs, a stage, a podium, and easels available for use and must be set up and taken down by the licensee. Only these items are available.
- Tables are not to be dragged across the floor and all furniture must be stored and stacked properly.
- No stationery or supplies (including dishes, kitchen items, linens, décor items, etc.), are available with the Rental Space.
- NO NAILS, TACKS, STAPLES, TAPE OR OTHER ADHESIVES applied on tables or walls.
- The use of confetti, rice or glitter will result in an additional cleaning fee of \$125.
- Audio Visual (AV) equipment is available for use with an additional deposit of \$100. Instructions for AV use will be provided to the Licensee.

Food and drink may be served while using the Rental Space, however there is no facility to cook food. Barbeques are allowed outside only. The Licensee, or designate, is required to supply plates, cups, cutlery, and napkins, and is responsible for cleanup of the Rental Space. The Licensee, or designate, must ensure appropriate disposal of all supplies in the containers provided, including appropriate sorting of kitchen waste, recycling, and garbage.

Parking space at the Hub is limited to twenty (20) spots. Additional parking may be available at Anmore Elementary School and a permit must be obtained from SD43 Facility Rentals at an additional cost.

All Village owned or operated buildings and public spaces are designated 100% smoke free as per *Anmore Smoking Control Bylaw 448-2008*.

Application for Use

Applications for Rental Space must be submitted a minimum of thirty (30) business days prior to the Rental Period and may not be made more than twelve (12) months in advance. All rentals will require five (5) business days to process.

All facilities are rented on a first come, first served basis. The Rental Space will be secured when the signed Rental Agreement and deposit payment have been received. The final payment and requirements are due fourteen (14) business days prior to the rental date.

Additional set up and take down time must be included in the rental request. Access to the facility on the day before or after the rental day will be based on facility availability and billed at the same hourly rate.

Commercial users are required to provide a copy of their Business License with the Village of Anmore if they are booking a public for profit event.

Rental applications can be made via the Village website, www.anmore.com or via email to village.hall@anmore.com.

Requirements of Use

As per the Rental Agreement, the following requirements must be met by the Licensee.

- **Deposit** A \$500 damage / cleaning deposit is required for each booking of the Rental Space. For bookings involving alcohol service, a \$1000 deposit is required. If there is damage to the Rental Space or any of the contents within, the deposit, or a portion thereof, will be forfeited to repair or replace such damage. Similarly, if the Village is required to bring in a janitorial service to clean the Rental Space, that amount will be deducted from the deposit.
- **Key holder Agreement** The Licensee, or designate, will be provided a keycard and alarm code for the facility. The Licensee, or designate, is responsible for locking and securing the

building, checking to ensure everyone has exited the building, and ensuring that all interior and exterior doors and windows are locked and secured prior to leaving the premises.

The Licensee, or designate, is responsible for picking up the keycard, alarm code and instructions from the Village during business hours (Monday to Friday 8:30 a.m. to 4:00 p.m.) on the rental day or business day closest to the rental day. The Licensee, or designate, is also responsible for returning the key on the earliest business day immediately following the rental day. A \$50 deposit must be paid as part of the Key Holder Agreement and will be refunded once the keycard is returned.

In the event of a facility emergency during the rental period, the Licensee, or designate, will adhere to the emergency protocols outlined in the Rental Agreement and contact the staff member on site.

- **Liability Insurance** The Licensee, or designate, is responsible for obtaining commercial general liability insurance in an amount not less than \$5,000,000 and Host Liquor Liability inclusion must be clearly indicated on the document. The Licensee, or designate, must provide the Village with a certificate of insurance with the Village of Anmore named as an additional insured, fourteen (14) business days prior to the rental date. If the certificate is not provided, the Village retains the right to cancel the rental. The Licensee, or designate, understands that they use the facilities at their own risk. Any accident or incident must be reported to the Chief Administrative Officer within 48 hours of the event.
- **Special Event Permit** For rentals where liquor will be on-site and/or consumed, a Special Event Permit is required. A copy of the permit must be submitted to the Village no less than fourteen (14) days prior to event. Permits must be visible on the wall of the facility during the rental period. B.Y.O.B. (bring your own booze) type functions are NOT permitted in any situation.
- **Gaming License** If the purpose of the rental is to be a fundraiser, users must apply for a Gaming License from the BC Gaming Policy and Enforcement Branch. A copy of the permit must be submitted to the Village no less than fourteen (14) days prior to the event. Permits must be visible on the wall of the facility during the rental period.
- **SOCAN & Re:Sound** All events that play music, live or recorded are subject to fees from SOCAN and RE:SOUND TARIFF. The fee is based on music, dancing and number of guests and will be incorporated into your Rental Contract. Rates are set by SOCAN and Re:Sound and are subject to change without notice.

SOCAN PERFORMANCE FEE Society of Composers, Authors and Music Publishers of Canada) Tariff No. 8, SOCAN levies a fee applicable to all functions playing music for entertainment.

RE:SOUND TARIFF Sound Music Licensing Company Tariff No. 5.B, RE:SOUND Tariff levies a fee for the use of recorded music to accompany live events such as receptions (including weddings), conventions, assemblies and fashion shows

- **Indemnification and Hold Harmless** The Licensee, or designate, shall indemnify and hold harmless the Village of Anmore and its officers, employees, servants, agents, elected officials, and contractors, from any or all loss, liability claims or expenses arising out of the use of the Rental Space by the Licensee and any of its officers, employees, servants, agents, contractors, and volunteers. The Licensee, or designate, agrees to waive all rights of subrogation or recourse against the Village with respect to use.
- **Fees** The rental rates charged for the Rental Space are in accordance with the Village of Anmore Fees & Charges Bylaw.
- **Refunds / Cancellations** Amendments to the Rental Agreement must be made no later than fourteen (14) business days prior to the booking date.

For a full refund, cancellations must be made in writing fourteen (14) business days prior to the rental date otherwise the full rental rate will be charged.

MONITORING/AUTHORITY

The Chief Administrative Officer, or his/her designate has authority in relation to this policy.